



Item 20

Council - 10 April 2025

Council Annual Report 2024-2025

1. Introduction

- 1.1 Section 52 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must prepare and publish an Annual Report about the Council's Priorities, Activities and Achievements during that financial year. It is to be published as soon as reasonably practicable after the end of the financial year.

2. Council Annual Report

- 2.1 The Community Council's Annual Report sets out information relating to the Community Council, its Councillors, Clerk, Meetings, Council Priorities, Activities and Achievements.

- 2.2 The Council Annual Report is attached at **Appendix A**.

3. Recommendation: It is recommended that:

- 3.1 The Council Annual Report 2024-2025 attached at **Appendix A** of the report be approved and published.

Background Papers: None

Appendices:

Appendix A	Llangyfelach Community Council - Annual Report 2024-2025
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Huw Evans (PSLCC)

Clerk to Llangyfelach Community Council



Llangyfelach Community Council - Annual Report 2024-2025 1 April 2024 - 31 March 2025

1. Llangyfelach Community Council

1.1 Llangyfelach Community Council formed on 15 November 1979. It consists of 9 Councillors. This report sits within the 2022-2027 Council Term.

1.2 Councillors were elected at the Local Government Elections in May 2022 or Elected / Co-opted later:

Councillor	Email
Paul Baker	paul.baker@llangyfelachcommunitycouncil.org.uk
Peter Gibson	peter.gibson@llangyfelachcommunitycouncil.org.uk
Mike Glover	mike.glover@llangyfelachcommunitycouncil.org.uk
Jamie Jewell	jamie.jewell@llangyfelachcommunitycouncil.org.uk
Daniel Lorey	daniel.lorey@llangyfelachcommunitycouncil.org.uk
Sharon Phillips	sharon.phillips@llangyfelachcommunitycouncil.org.uk
Julie Rees	julie.rees@llangyfelachcommunitycouncil.org.uk
Adrian Roberts	adrian.roberts@llangyfelachcommunitycouncil.org.uk
Mark Tribe	mark.tribe@llangyfelachcommunitycouncil.org.uk

1.3 The Council employs one part-time employee who acts as Clerk and Responsible Finance Officer.

Clerk	Address	Email
Huw Evans	50 Heol Pen y Scallen, Loughor, Swansea, SA4 6SE	llangyfelachcc@outlook.com

1.4 The Council met monthly (except August when the Council is in recess). It normally meets at 6.00pm on the second Thursday of each month and holds its Annual Meeting during May. The dates of the Council meetings being:

11 April 2024	9 September 2024 (Monday)	7 January 2025 (Tuesday)
9 May 2024 (Annual)	10 October 2024	13 February 2025
4 June 2024 (Tuesday)	14 November 2024	11 March 2025 (Tuesday)
9 July 2024 (Tuesday)	12 December 2024	-

1.5 The Council has a Personnel Committee which meets at least twice a year.

- 1.6 All meetings are advertised on the Council's website and the web address is displayed on the noticeboard situated on the Village Green outside the Plough & Harrow, Llangyfelach. <https://www.llangyfelachcommunitycouncil.org.uk/>

2 Financial Details 2024-2025

- 2.1 The Council's financial details:

Income (Receipts). Council Precept Per annum	£30,000.00 £30.96 per Band D property
Income (Receipts). Other	£1,618.87
Expenditure (Payments). Including Staff Costs	£24,529.90

- 2.2 The Community Council holds the following Bank balances:

Account	Balance 31.03.2024	Balance 31.03.2025
Current Account	£81.58	£660.69
Reserve Account	£26,489.92	£29,925.61
Total	£26,571.50	£30,586.30

- 2.3 The Council's accounts – Annual Governance Statement – Year Ended 31 March 2024 were submitted to Audit Wales (External Auditor) on time as per the legislative requirement; however, Audit Wales have not provided any feedback to date. The Council's website shall be updated when Audit Wales provide its decision.

3 Council's Action Plan 2025-2026

- 3.1 The Council's Action Plan will be considered by Council at its April meeting. The Action Plan sets out the Council's Aims, Objectives & Priorities. The Council Action Plan is available at <https://www.llangyfelachcommunitycouncil.org.uk/policies/>

- 3.2 The Council aims to improve the wellbeing of the residents, amenities, and environment of Llangyfelach. To do this it will seek to maintain & enhance Biodiversity and promote resilience. The Councils aims to listen, learn and if possible implement areas of improvement identified by the community.

4 Public Participation

- 4.1 The Council's Website www.llangyfelachcommunitycouncil.org.uk provides useful information such as Contact details, Interests, Finance, Policies, Agendas, Reports, Minutes etc.
- 4.2 The public are welcome to attend meetings and there is an item on every agenda where the public have up to 10 minutes to ask questions relating to any agenda item.
- 4.3 The Council has adopted a Public Participation Strategy which sets out ways in which the public can engage with the Council. www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2023/04/Public-Participation-Strategy.pdf

- 4.4 The Council publishes and delivers its Annual Newsletter to all households within the Community. The Newsletter sets out the work of the Council and the active Groups within the area.

5 Council Training Plan

- 5.1 The Council has adopted a Training Plan. The Training Plan sets out the training, development, and skills expectations for the Councillors & Clerk.
www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2023/04/Training-Plan-2023-2027.pdf

- 5.2 The Training of the Clerk and Councillors are recorded on the Training Matrix which is updated regularly.
<https://www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2025/03/Training-Matrix-March-2025.pdf>

6 Activities and Achievements 2024-2025

- 6.1 The table sets out the Council's activities and achievements:

April	<ul style="list-style-type: none"> ➤ Council Annual Report 2023-2024 adopted. ➤ Council Action Plan 2024-2025 adopted.
May	<ul style="list-style-type: none"> ➤ Councillor Peter Gibson elected as Chair of Council. ➤ Councillor Sharon Phillips elected as Vice-Chair of Council. ➤ Councillor Paul Baker elected as Chair of Personnel Committee. ➤ Council renewed its One Voice Wales membership. ➤ Internal Auditor appointed for a 3-year period ending following the submission of the Internal Auditors Report for year ending 31 March 2027. ➤ One of the Council provided Defibrillators was used to save a life. ➤ Clerk obtained the Financial Introduction to Local Council Administration (FILCA) qualification.
June	<ul style="list-style-type: none"> ➤ Internal Auditors Report 2023-2024 approved. ➤ Annual Governance Statement 2023-2024 approved. ➤ Council resolved to place Bleed Kits in each of its Defibrillator Cabinets.
July	<ul style="list-style-type: none"> ➤ Council resolved to add 2 additional Defibrillators & 2 Bleed Kits within the community. ➤ Donation of £250 to support a book relating to the Gardening Life of Herbert (Bert) Stacey. All profits being donated to charity.
August	<ul style="list-style-type: none"> ➤ No Meetings.
September	<ul style="list-style-type: none"> ➤ Council resolved to purchase Daffodil bulbs for planting within the community. ➤ Review of the Council Action Plan 2024-2025. ➤ Purchase of additional Remembrance Sunday statues.

	<ul style="list-style-type: none"> ➤ Consideration of placing a permanent Remembrance Memorial on the Village Green. ➤ Agreed the Purchase & Booking of items relating to the Ffair Nadolig Llangyfelach Christmas Fair.
October	<ul style="list-style-type: none"> ➤ Agreed the Purchase & Booking of items relating to the Ffair Nadolig Llangyfelach Christmas Fair.
November	<ul style="list-style-type: none"> ➤ Donation of £200 to Wales Air Ambulance. ➤ Donation of £748.99 to 6th Llangyfelach Scout Group. ➤ Participated in the Remembrance Sunday event & placed a Poppy Wreath. ➤ Submitted a Rural Event Fund Grant request towards the Ffair Nadolig Llangyfelach Christmas Fair. ➤ Agreed the Purchase & Booking of items relating to the Ffair Nadolig Llangyfelach Christmas Fair. ➤ Commenced process of creating new Bank Accounts to satisfy the requirements of the Model Financial Regulations (Wales) 2024. ➤ Council resolved to place Floral Decorations within the Community. ➤ Council Declared the General Power of Competency (GPoC).
December	<ul style="list-style-type: none"> ➤ Christmas Newsletter published. ➤ Ran a successful Ffair Nadolig Llangyfelach Christmas Fair. ➤ Commenced the work to place Pea Lighting on the Cherry Trees on Village Green. ➤ Council resolved to adopt the Draft Budget & Precept.
January	<ul style="list-style-type: none"> ➤ Council Meeting discussed the Council's ambition for a Permanent Remembrance Memorial & Pea Lighting on Village Green.
February	<ul style="list-style-type: none"> ➤ Following a successful grant application, £6,015.74 was received from the Rural Anchor SPF. ➤ Purchase of 5 copies of The Gardening Life of Head Gardener Herbert (Bert) Stacey 1905-1985 book for community use. ➤ Adoption of the Model Financial Regulations (Wales) 2024.
March	<ul style="list-style-type: none"> ➤ Donation of £101.01 to Marie Curie Great Daffodil Appeal 2025. ➤ Review of the Asset Register. ➤ Council renewed its One Voice Wales membership.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council